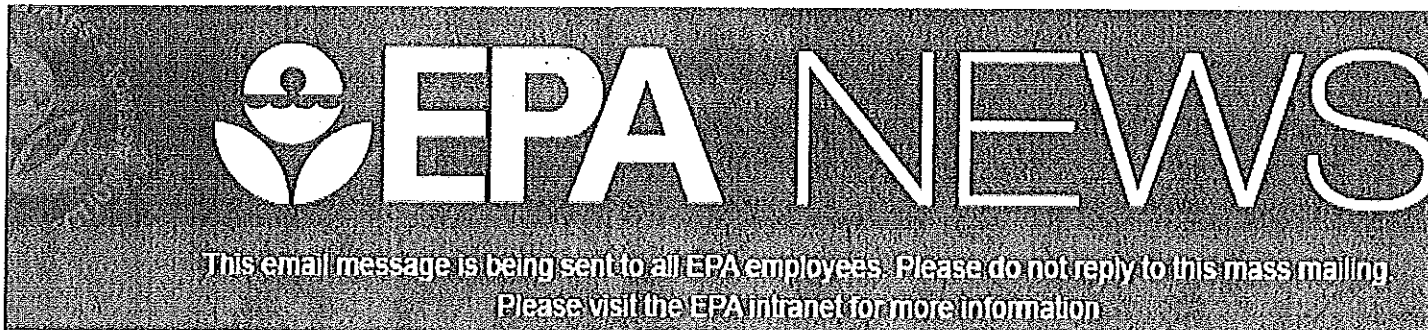


Taylor, Audrey

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From: Mass Mailer <Mass\_Mailer@epa.gov>  
Sent: Wednesday, March 18, 2015 12:47 PM  
To: All EPA Employees  
Subject: Right to Request Work Schedule Flexibilities

Importance: High



SUBJECT: Right to Request Work Schedule Flexibilities

FROM: Susan A. Kantrowitz, Director, Office of Human Resources

TO: EPA Employees

On June 23, 2014, President Obama issued a memorandum to further promote a workplace culture for the 21<sup>st</sup> century that will support the federal government's ability to attract, empower, and retain a talented and productive workforce. The memorandum encourages the use of work schedule flexibilities and work-life programs as appropriate and consistent with the agency's mission.

EPA recognizes the importance of encouraging employees to have a healthy work life balance as a means of enhancing productivity and boosting employee morale. The agency is committed to supporting workplace flexibilities by offering employees opportunities to participate in the following programs:

- **Alternative/Flexible Work Schedules** – A variety of alternative and flexible work schedules are offered by the agency, including: compressed work-hour schedules of 5-4-9 and 4-10, flexitour, maxiflex and daily flexible schedules. Depending on your location, bargaining unit status and other factors, some or all of these work schedule options may be available to you. To learn more about these work schedule flexibilities and whether they are applicable to you, please discuss with your supervisor or local bargaining unit representative.
- **Telework** - Three telework options are available to further enhance work schedule flexibilities allowing employees to be more focused and productive at an alternate location. Nearly 70% of EPA's workforce teleworked one or more times during FY14. Many employees have episodic flexiplace agreements in place, allowing work to be performed on a case-by-case basis at an alternative location. For employees with routine portable work, a regular telework day may be an option available to help achieve a better work-life balance. In addition, medical telework may be available for employees to permit them to continue working while addressing a short-term medical condition. Telework is a valuable tool when work is portable.
- **Job Sharing** - Job sharing is an option when two employees each work less than full-time, but coordinate their schedules and assignments so together they "share" the responsibilities of what would otherwise be one full-time position. This option provides employees additional work schedule flexibility and may benefit the agency when individuals possess special and unique skills. A variety of different work schedules are available for job sharing. For example, a schedule may split days/weeks or have alternate days.
- **Part-Time Employment** - Part-time career employment opportunities are provided for employees at the GS-1 through GS-15 grade levels to the maximum extent possible and consistent with EPA resources and mission. Managers and supervisors are encouraged to use part-time employment as an alternative to full-time

employment to accomplish the work. Part-time employment is an effective management tool that may also improve employee morale.

All employees have the right to request work schedule flexibilities that are available in their respective office, region or lab, without fear of retaliation. Such requests are subject to supervisory approval. Supervisors must consider both the appropriateness of approving the request, under operative rules, and the impact on an organization's and the agency's mission in exercising this discretion.

For more information or to obtain the required forms on all of these flexibilities, please discuss with your supervisor and contact your servicing human resources office. A listing of all the servicing centers can be found at: <http://intranet.epa.gov/ssc/contact-ssc.htm>